
















Meeting Conducted on 1/6/2016 in the Principal chamber at 2 PM.

Agenda:-

1. Annual action plan of IQAC.
2. Action plan preparation by departments
3. Strategic plan preparation Committee formation
4. Plan in part of Special Silver jubilee celebrations.
5. Curriculum feedback analysis Report Presentation
6. Action to be taken on feedback report.
7. Exit Survey Report Presentation
8. Any other relevant issues to be discussed with the permission of the chair.

The following members are participated in the meeting

1. Dr. A. Abdulrahman. 
2. Prof. P. Maideenkitty 
3. C.P. Haniffa 
4. Prof. Shantha Kumari 
5. Noushad . N 
6. Mr. Kanuprasad M.K 
7. Mohammed Rafi N 
8. Dr. Lambodharan Pillai 
9. Nikhil P. P 
10. Prof. Haneeja 
11. Suresh Babu 
12. Vijay Keshavan 
13. Hayara B 
14. Lambodharan Pillai 
15. K. A. Kareem 

Minutes:-

- I Meeting started with welcome address of Prof. P Maideenkitty IQAC Co-ordinator.
- II Meeting confirmed the minutes of Previous meeting
- III. The following issues were also discussed.
 1. The annual action plan of IQAC for the year 2016-17 were discussed and finalised.

2. All HODs are requested to Submit the departmentwise action plan based on the University academic calendar and should Submit IQAC before 30.06.2016.

3. Strategic plan & Silver jubilee plan preparation Committee -
Constituted.

C. P. Hamsa Haji (Convener)

Principal, Dr. A. Abdurabman (Member)

Prof. P. Masdeenkutty.


Mr. Nikhil. P.P., Mr. Muhammed Rafi N. } Members.

Committee is requested to Submit a draft on or before 30.06.16.

4. Curriculum feedback analysis report is presented and approved. A copy of the same is decided to Sent to management.

5. Exit Survey in a special format is conducted among - first years. Report is Submitted to IQAC.

6. Meeting Concluded with Vote of Thanks by Mr. Rafeeq. P

Dr. A. Abdurabman 





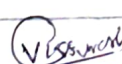

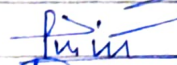

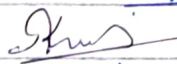

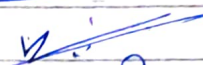
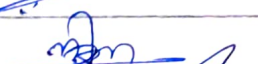

PRINCIPAL
Arts & Social Sciences
Department
Alphacampus

Meeting Conducted on 1/7/2016 in the Principal chamber -
at 10 AM.

Agenda:-

- 1) Induction and Bridge Courses.
- 2) Workshops and seminars to be conducted.
- 3) Other relevant issues permitted by the Principal.

The following Members are present in the meeting.

1. Dr. A. Abdulrahman 
2. Prof. P. Moideenkutty 
3. Suresh Baby. (HOD, Microbiology) 
4. Muhammed Rafi. N 
5. Prof. P. Santhakumari 
6. Kanuprasad. M.K. 
7. Kunhimoideen 
8. Noushad. N. 
9. Abdulkarim. K. 
10. Nikhil. P.P. 
11. Vineetha. V. 

Minutes:-

I Meeting started with silent prayer and official ~~welcome~~ welcome address by Prof. P. Moideenkutty, IQAC Co-ordinator of -
Majlis Arts and Science College, Puvamannur.

II. Confirmed the minutes of previous Meeting held on
1/6/16

III. The following issues were also discussed.

1. The induction and Bridge courses are to be introduced to first year PG and UG students and the same will be organised immediately after the admission.
2. Decided to give induction and bridge course in the last week of July 2016.
3. A post bridge course test should be administered after successful completion of bridge course.
4. Post bridge course questions for test will be prepared by concerned teacher in charge of all concerned departments.

5 The following faculty members are given charge of bridge course in the college.

Mr. Thiruvithan. M.T (Convener)

Mr. Barchan A.E

Ms. Hajira B

Prof. P. Srinivasan

6 All teachers are requested to submit the proposals of Seminars and Workshops on Research Methodology, IPR and Subject related sessions on or before 31.07.2016.

7 All Workshops and Seminars should be organised in collaboration with College IQAC and IQAC Co-ordinator should try to ensure the same.

8 Meeting ended with the official vote of thanks by Mr. Refeq. P.

Dr. A. Abdurrahman



Meeting Conducted on 09/08/2016 in the ~~open~~ auditorium -
at 10 AM.

Agenda :-

- 1) Documentation Process and orientation.
- 2) Strategic plan - 2016-2014
- 3) Result analysis.
- 4) Student amenities to be introduced in the campus.
- 5) Any other relevant issues - permitted by The chair

The following Members are present in the meeting

1. Dr. A. Abdurrahiman (A)
2. Rafiq. P (R)
3. Prof. P. Moideenkutty (P)
4. Nikhil. P. P (N)
5. Sabu Unneenkutty. K (S)
6. Suresh Babu (S)
7. Prof. P. Santhakumari (P)
8. Kinuprasad. M. K (K)
9. Kuthimaideen. S. K (K)
10. Nanshad. N. (N)
11. Vijayakesavam (V)

Agg Minutes:

- 1) Meeting has started with silent prayer and official welcome address of Prof. P. Moideenkutty, IQAC Coordinator.
- 2) Meeting confirmed the minutes of Previous Meeting held on 1/7/2016
- 3) The following issues were also discussed.
 - I The chairman and Co-ordinator of IQAC has given an idea to The Members regarding the documentation process as part of NAAC accreditation
 - II The following documents will be thoroughly examined in the Academic audit to be conducted in departments.
 - 1) St. Lesson plans. (Monthly and daily)
 - 2) Teacher's diary.
 - 3) Mentor Mentee Record.
 - 4) Tutorial register.

5) Attendance register.

6) Register of PTA Meeting, department Council

7) Grievance Redressal Register.

8) Internal Marks.

(ii) Target 08' - Strategic plan 2016-24 draft is prepared by the committee is presented in the meeting and a copy of the same is forwarded to the Management for final approval.

(iii) IQAC honored the Target 08' formulation Committee members and principal handed over Memento.

(iv) Result analysis of II semester UG and I semester PG should be done by all departments and should be submitted to IQAC before 30.09.2016.

(v) IQAC has discussed the Student amenities to be brought in the Campus.

- Drivyangjan (Physically challenged)
- Fire extinguishers
- Sports facilities.
- Nespio Vending Machines
- Rainwater harvesting
- water Pumps.

(vi) Meeting has concluded with the official vote of thanks by prof. Sathakumari Madam.

Dr. K. Sathakumari

Principal

10/09/2016

Dr. Sathakumari
Principal



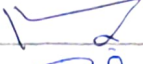


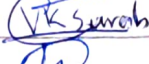
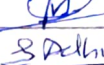
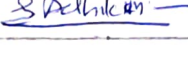








Meeting conducted on 11/01/2017 in the Principal chamber -
at 2 PM.

Agenda :-

- 1) AAA Report Presentation
- 2) Faculty Self Appraisal Reporting System - Suggestions
- 3) College Solution - Training
- 4) Other relevant issues permitted by the chair

The following Members are present in the meeting

1. Dr. A. Abdurahiman. 
2. Prof. P. Moideenkutty 
3. Refeeg. P 
4. Muhammed Rafi. N 
5. K. Mohamed Hameed. 
6. Suresh Babu 
7. K. Srinivas. M. K. 
8. Adhil. K. M. 
9. Vineeth. 
10. Abdul Karim. K. 
11. Sabu Unnikutty. K. 
12. Nikhil. P. P. 
13. Kunhimudeen. 
14. Prof. Shanthi Kumari 

Minutes :-

- I. Meeting has started with a silent prayer and Prof. P. Moideenkutty welcomed the members to the meeting.
- II Meeting has confirmed the minutes of Previous meeting held on 9/8/16.
- III. The following issues were discussed.
 1. Prof. P. Moideenkutty presented the audit report before the members. The department wise audit suggestions - (Copy of the report) is given to the respective head of departments.
 2. Lesson plans of some faculty members who left the college found to be incomplete and HODs are asked to complete the same before the next audit.

3 Faculty Self Appraisal form need to be improved or redrafted to include more faculty traits and IQAC assured that a new draft will be presented in the nearest future

4 e-College Solution features should be extensively used by all faculty members. A training on interfaces of e-College Solution will be given to all staff members and non-teaching staff in February 2017. A Committee is formed to organise the same.

Prof. J. Moideenkutty (Convener)

Prof. K. Mohamed Haneez

Noushad .N (HOD, media)

Mr. Milen. (Network Administrator)

Mr. Vijayakosavan (Office Superintendent)

5) The meeting has concluded with the official vote of thanks by Mr. Rafeeq P., IQAC Joint Co-ordinator.

Dr. A. Abdulrahman

(Principal)

PRINCIPAL

MAJLIS
MALAYSIAN
KEMENTERIAN
PENDIDIKAN



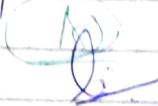
Meeting Conducted by IQAC on 23/03/2017 in the principal chamber at 2 P.M.

Agenda :-

- 1) Feedback on Curriculum, teachers etc.
- 2) Exit Survey from first year UG students.
- 3) Annual Stock Verification.
- 4) Activities of Students in the village as part of extension
- 5) Other relevant issues permitted by the chair

The following members are present in the Meeting

1. B. A. Abdulrahman



2. Prof. P. Moidenkutty



3. Rafeeq. P



4. Noushad. N



5. Prof. K. Mohamed Hameeda



6. Muhammed Rafi. N



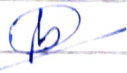
7. ShantheKumari.



8. Vinodha



9. Mr. Kanuprasad. M K



10. Hajira B 

11. Adhil. K.M (Student)



12. Shyamkumar (Student Member) 

13. Mr. Shameer Babu.



Minutes :-

1) Meeting has started with silent prayer and official welcome address by Prof. P. Moidenkutty, The IQAC Co-ordinator.

2) Meeting has confirmed the Minutes of previous meeting held on 11/1/2017.

3) The following issues were discussed.

I. Feedback on curriculum should be collected in the prescribed format from various stakeholders. (student, teacher, Alumni and Parent)

II. The following committee is selected for curriculum feedback.

• Mr. Muhammed Rafi N (Convener)

Mr. Suresh Babu (HOD, Microbiology)

Mr. Noushad. N (HOD, Media)

Mr. Komprasad . M . K (HoD, Computer Science)

Mr. Rafeeq . P (HoD, Commerce)

(iii) Feedback on teachers will also be ~~sent~~ collected in the leadership of Mr. Nikhil . P . P (HoD, Management Studies) and Exit Survey will be administered by Mr. Rafeeq . P , IQAC Joint Co-ordinator.

(iv) Feedback and exit Survey should be completed by 31st March 2017 and the report should be submitted to IQAC

(v) Annual Stock Verification Committees are formed by College Council and constituted. The report copy should be submitted to IQAC on or before 31.03.2017. A copy of the same should be sent to Management.

(vi) Activities by all departments as part of extension is discussed and department heads are instructed to incorporate these activities in the annual reports of the concerned. The annual reports of all departments should be submitted to IQAC on or before 30.03.2017.

(vii) Meeting has ended with official vote of thanks by Mr. Rafeeq . P , IQAC Co-ordinator.

Dr. A. Abdulrahman
Principal

